

## SCOTLAND EXCEL PERSON SPECIFICATION

**POST:** Commercial Lead

**LOCATION:** TBC

**POST ID:**

FACTORS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>EDUCATION/ QUALIFICATION</b>	Educated to degree level or equivalent qualification/ experience	Achieved, or working towards full membership of the Chartered Institute of Purchasing & Supply (CIPS) or equivalent  Project management qualification and/ or experience	CV/ Covering Letter Interview
<b>RELEVANT EXPERIENCE</b>	Significant experience in a commercial environment  Experience of solving complex business problems and translating these into a clear strategy and plan  Experience of managing stakeholder relationships at all levels within an organisation	Public/private sector experience in a regulated environment	CV/ Covering Letter Interview
<b>SPECIAL KNOWLEDGE &amp; SKILLS</b>	Demonstrable commercial aptitude and ability to deliver results to agreed timescales in a demanding work environment  Skilled in Microsoft Office applications and relevant software systems used to process contracts & management information  Knowledge of applying e-technologies in a business environment	Public/private sector experience in a role with responsibility for a wide portfolio of high value/ high risk categories of expenditure	CV/ Covering Letter Interview

<b>PERSONAL FEATURES/ QUALITIES</b>	<p>Proven ability to plan, organise, persuade, challenge, influence and communicate effectively</p> <p>Highly numerate with an ability to interpret financial data</p>		CV/ Covering Letter Interview
<b>MANAGEMENT COMPETENCES</b>	<p>Understanding of the wider management role and key responsibilities/processes</p> <p>Proven leadership and decision-making abilities</p>	Knowledge of Scotland Excel's management policies and procedures	CV/ Covering Letter Interview
<b>CUSTOMER SERVICE EXPERIENCE</b>	Committed to the provision and development of excellent customer service.	Experience of customer service delivery in a local authority setting	CV/ Covering Letter Interview